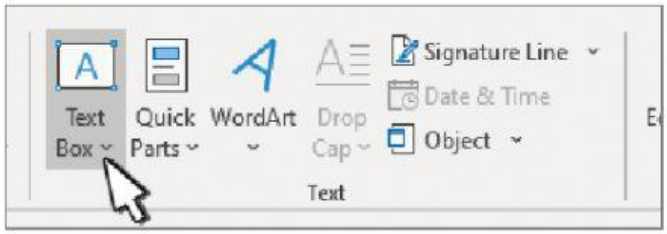
Lesson 5 Learning how to create a “text box”in Word.

1. Go to **Insert** > **Text Box**, and then select one of the pre-formatted text boxes from the list, select **More Text Boxes from Office.com**, or select **Draw Text Box**.



2. If you select **Draw Text Box**, click in the document, and then drag to draw the text box the size that you want.
3. To add text, select inside the box and type or your paste text.

If you aren't using a mouse

1. Press and release ALT, N, and then press X.
2. Press the arrow keys to select the text box that you want, and then press ENTER.
3. Type the text that you want.
4. When you are finished typing and want to switch back to editing text in your document, press ESC.

Notes:

- To format the text in the text box, select the text, and then use the formatting options in the **Font** group on the **Home** tab.

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To format the text box itself, use the commands on the **Format** contextual tab, which appears under **Drawing Tools** when you select a text box.

- To position the text box, click it, and then when the pointer becomes a ✢, drag the text box to a new location.
- You can also change or remove a border from a text box or shape.
- If you have multiple text boxes, you can link them together so that text will flow from one box to another. Click one of the text boxes and on the **Format** tab, under **Drawing Tools**, in the **Text** group, click **Create Link**.



Copy a text box

1. Select the border of the text box that you want to copy.
2. Press Ctrl+C.

Note: Make sure the pointer is on the border of the text box, not inside it. If the pointer is inside, pressing Ctrl+C will copy the text, not the text box.

3. Select a location and press Ctrl+V to paste the text box.

Delete a text box

- Select the border of the text box that you want to delete, and then press Delete.

Questions

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1, Describe how you make a Text Box in your document?

2. How do you delete a Text Box.

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